



Development  
Services

JANUARY 2017

## **LAND DEVELOPMENT MANUAL**

Volume I, Chapter 1

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# **Project Submittal Requirements**

## **Section 5 Subdivision Approvals**

**[DEVELOPMENT SERVICES DEPARTMENT](#)**

**1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4101**

**CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION**

Visit our web site at [www.sandiego.gov/development-services](http://www.sandiego.gov/development-services)

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## Section

## 5

## Subdivision Approvals

### Introduction

Subdivision Approvals (mapping actions) are those that involve the subdivision or adjustment of real property, the associated design of public improvements, and the acquisition and vacation of public rights-of-way and public easements. Some approvals are ministerial in that they are approved if they meet the regulations. Mapping actions must meet the minimum lot width, depth, street frontage and area for the underlying zone in order to be processed as ministerial action. Mapping actions that do not meet these requirements must have an approved Development Permit prior to submitting for the ministerial map. Others are discretionary in that they require a public hearing where the decision maker must exercise some discretion in determining whether the proposal meets the applicable regulations, standards, and guidelines.

### Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, drawings and documents that must be submitted for subdivision approvals. The Submittal Matrix is an easy-to-use tool to help you quickly identify the number of items you need to submit to the City. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms and documents must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

#### LAND DEVELOPMENT MANUAL PROJECT SUBMITTAL PROCESS

<a href="#">Section 1</a>	Guide to the Project Submittal Process
<a href="#">Section 2</a>	Construction Permits – Structures
<a href="#">Section 2A</a>	Single Dwelling Unit/Duplex/Townhomes and Accessory Structures
<a href="#">Section 3</a>	Construction Permits - Grading and Public Right-of-Way
<a href="#">Section 4</a>	Development Permits/Approvals
<a href="#">Section 5</a>	Subdivision Approvals
<a href="#">Section 6</a>	Policy Approvals

### Completeness Review

It is necessary to evaluate all projects being submitted to ensure that the minimum submittal requirements are provided in order for staff to review the project. This is known as the completeness review. In some cases, the completeness review may be done while you wait. Once it is determined that your submittal documents are complete and the appropriate plan check fees and deposits are paid, your application is deemed complete and your project is distributed for review.

Those projects identified within the Matrix as “submitted completeness review required” will need to go through a Submitted Completeness Review. The Submitted Completeness Review allows staff more time to review the plans/documents for the required detail, customize the number of copies needed, and set up the project for review. If the Submittal Requirements matrix indicates that a Public Notice package is required, it will not be required as part of the Submitted Completeness Review but

will be collected at full submittal. After the Submitted Completeness Review, staff will notify the applicant via e-mail, FAX, or US Mail whether the application is ready to be fully submitted or whether additional information or clarification is required. This review can take up to ten (10) working days.

### **Consolidated Review Policy**

Development projects that require multiple related approvals (Grading Permit, Public Right-of-Way Permit, Encroachment Removal and Maintenance Agreement, map, easement, etc.) shall be submitted to the Development Services Department at the same time for a consolidated review with the following exceptions:

1. Minor public improvements that can be done on an 11" x 17" Construction Plan, as described on page 1 of the Project Submittal Requirements, Section 3.
2. Grading and improvement plans may be submitted separately when there are no dedications related to those improvements, and when (a) not proposing to replace the curb, or (b) grading is not encroaching into the right-of-way.

Typically, ministerial mapping actions will not be approved until all required grading and right-of-way permits have been assured by permit and bond.

**Consolidated review** is the review of multiple ministerial approvals in a single project, being reviewed at the same time to allow City staff to conduct a comprehensive and coordinated review. This should help reduce unnecessary review cycles, help avoid project conflicts and reduce review turnaround times. For consolidated review of discretionary actions, see Project Submittal Requirements, Section 1.

**Related Approvals** are those approvals for which the design of one approval directly impacts the

other. For example, the grading and improvement plans showing proposed streets are related approvals as they are directly related to the location of those streets shown on the final map.

### **Guaranteed Second Opinion**

If for any reason you disagree with the results of your completeness review, plan review comments, want some confirmation or to voice a concern, just ask for a second opinion. We guarantee a second opinion upon request.

### **Active Project Management**

An Active Project Manager will be assigned to projects when an applicant requests a customized review or approval process; for phased subdivisions and related public improvements; or when deemed necessary by management due to the project complexity or aggressive timelines. It is to be noted that assigning an Active Project Manager will not guarantee the request will be allowed to proceed.

Applicants also have the option of requesting an Active Project Manager to be assigned to their project.



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## Submittal Requirements Matrix Subdivision Approvals

APPROVAL TYPE	SUBMITTAL REQUIREMENTS (See legend at Bottom of Page)														
	1.0 General Application Package	2.0 Photographic Survey	3.0 Certificate of Correction	4.0 * Public Notice Package	5.0 Letter of Request	6.0 Prior Development Approval	7.0 Proposed Legal Description	8.0 Map Reference Material	9.0 Title Report	10.0 Traverse	11.0 Drawing Package	12.0 Map Package	13.0 Development Plan Package	14.0 Other Technical Studies	15.0 Fee Schedule
See Minimum Submittal Requirements Checklist, Subdivision Approvals for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified.  The plan quantities indicated are estimated based upon approval type. To establish the exact number of copies needed prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting.  * Public Notice Package is not required for submitted completeness review															
<b>AMENDED MAP (Final or Parcel)</b>	1					(2)		1		(1)		2			✓
<b>CERTIFICATE OF COMPLIANCE</b> (125.0210)	1					(1)		1	1	(1)					✓
<b>CERTIFICATE OF CORRECTION</b> (125.0141)	1		3					1		(1)					✓
<b>DEDICATION (144.0233) Right-of-Way OR Easement</b>	1					(4)	1	1	1	1	8				✓
<b>EASEMENT VACATION</b> (125.1001) <i>(submitted completeness review required)</i>	1			1	1		1	1	1	(1)	1		(1)		✓
<b>FINAL MAP</b> (125.0610) <i>(submitted completeness review required)</i>	1					1		1	1	1		1	(1)		✓
<b>PARCEL MAP</b> (125.0501)															
<b>To Create Lots/Units</b> <i>(submitted completeness review required)</i>	1					(1)		1	1	1		1	(1)		✓
<b>Lot Line Adjustments</b> (125.0310)	1					(4)		1	2	1		7	(2)		✓
<b>Lot Consolidation</b> (144.0330)	1					(4)		1	2	1		7	(2)		✓
<b>LEGEND:</b> 1 = Number of Copies Required (1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist ✓ = Applies to all Plans Required (142.042) = Land Development Code Section Reference															



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## Submittal Requirements Matrix Subdivision Approvals

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LOT LINE ADJUSTMENT PLAT (125.0310)	1						1	1	2	2		7	(2)		✓
MAP WAIVER (125.0120)	See <a href="#">Section 4 Project Submittal Requirements</a> – Development Permits/Approvals.														
PUBLIC RIGHT-OF-WAY VACATION (125.0910) <i>(submitted completeness review required)</i>	1	1		1	1	(1)	1	1		1	1		(1)		✓
REVERSION TO ACREAGE (125.0801)	1			1		(1)		1	1	1		6			✓
REVESTMENT OF ACCESS RIGHTS	1				2	(2)		1			2				
STREET NAME CHANGE (Process 1) (125.1110)	1				3						3				✓
STREET NAME CHANGE (Process 5) (125.1110)	1			(1)	6						7				✓
SUBDIVISION IMPROVEMENT AGREEMENT (129.0702)	See <a href="#">Section 3 Project Submittal Requirements</a> – Construction Permits – Grading and Public Right-of-Way														
TENTATIVE MAP (125.0410)	See <a href="#">Section 4 Project Submittal Requirements</a> – Development Permits/Approvals														
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## Minimum Submittal Requirements Checklist Subdivision Approvals

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be deemed complete (accepted into plan check). Additional information or clarification may be requested during the review process or prior to permit issuance.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Where the word “**Recommended**” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, these items may be a plan check correction item and required to be submitted for subsequent reviews. It is recommended that you provide the documents and information to reduce the number of review cycles. All other detail is required unless not applicable to your project.

Item No.	Requirements
<b>1.0</b>	<b>GENERAL APPLICATION PACKAGE</b>
1.1	<b>General Application</b> ( <a href="#">DS-3032</a> )
1.2	<b>Conditional: Deposit Account/Financially Responsible Party Form</b> ( <a href="#">DS-3242</a> ): Must be completed for all projects requiring a deposit account for processing per Information Bulletin 503.
1.3	<b>Conditional - Ownership Disclosure Statement</b> ( <a href="#">DS-318</a> ): Required for Right-of-Way and Easement Vacations. The list must include the names and addresses of all individuals, corporate officers, and partners in a partnership who own fee title to the underlying property. This is required to ensure that a decision maker does not have a conflict of interest that may affect the decision.
1.4	<b>CAP Consistency Checklist</b> : Required for all discretionary actions.
1.5	<b>Conditional – Affordable Housing Requirements Checklist</b> ( <a href="#">DS-530</a> ): Provide completed checklist for all maps creating two or more residential lots or units unless addressed in an approved Tentative Map Resolution.
1.6	<b>Conditional - Condominium Conversions Development Regulations Affidavit</b> ( <a href="#">DS-6001</a> ): Provide completed affidavit for all mapping actions for condominium conversions.
1.7	<b>Conditional - Concurrent Processing Agreement</b> : If the ministerial project review is being concurrently processed with another policy or development permit/approval, provide a copy of the approved Concurrent Processing Agreement. Draft permits and/or Resolution Conditions <u>must</u> be prepared before your project is eligible. For more information, contact your Development Project Manager.
<b>2.0</b>	<b>PHOTOGRAPHIC SURVEY</b>
2.1	<b>Photograph Content</b> : Photographs must be taken of the proposed street vacation with on and off site views. The number of photographs will vary depending on the length of the street. The photo survey should include views for evaluating existing improvements, landscaping, topography, access, and environmental conditions. The photographs should be in color (minimum size 3"x 5" and maximum size of 8" x 10") and be placed in an envelope (not mounted). <b>NOTE</b> : In addition to the print photos, provide a CD-R or USB flash drive containing digital photos submitted for the “Photographic Survey” requirement. The photos should be saved in the .jpg format, numbered consistent with the provided key map.
2.2	<b>Key Map</b> : Include a map with key indicating the location and direction each photograph was taken.
<b>3.0</b>	<b>CERTIFICATE OF CORRECTION</b> : Provide a document to correct technical errors or omissions on recorded final map or parcel map as provided by the Subdivision Map Act. Include a copy of the document being corrected.

## PROJECT SUBMITTAL REQUIREMENTS

<b>4.0</b>	<b>PUBLIC NOTICE PACKAGE:</b> A public notice package is required for all actions requiring a Notice of Future Decision (Process 2) or a Notice of Public Hearing (Processes 3, 4 and 5). See <a href="#">Information Bulletin 512</a> for information on how to obtain public noticing information and formatting electronic address list on CD-R or USB flash drive. Note: This package is not required for submitted completeness review.
4.1	<b>CD-R/USB:</b> Provide a CD-R or USB flash drive with owner/occupant information. <b>Labeled “Public Noticing” with Project Number.</b>
4.2	<b>Assessors Map(s):</b> Provide assessors map(s) with 300-foot noticing radius outlined.
4.3	<b>Address lists:</b> Provide paper copy of Excel Spreadsheet with owner/occupant information.
4.4	<b>Conditional Supplemental Discretionary Application (DS-3035):</b> Required for Process 5 approvals.
<b>5.0</b>	<b>LETTER OF REQUEST:</b> A letter requesting an Easement Vacation, Street Name Change or Public Right-of-Way Vacation that outlines the reasons for the request.
5.1	<b>Letter Outline:</b> Provide a letter that outlines all of the proposed actions in detail and that contains the following information, as applicable: <ul style="list-style-type: none"><li>• <b>All Requests –</b> Identify the Public Benefit(s) of the proposal action(s).</li><li>• <b>All Requests -</b> Provide information on any other concurrent or proposed actions with the City related to this request (e.g., tentative map, development permits, etc.).</li><li>• <b>Vacations -</b> The existing and proposed use of the vacation and (e.g. vacate an improved area for a proposed building).</li><li>• <b>Vacations -</b> If the proposed action is a partial, state why the entire easement or street is not feasible to be vacated. Note: It is desirable for an entire street or easement to be vacated within a block range if the street or easement is not needed.</li><li>• <b>Street Name Change -</b> The reason for the street name change.</li><li>• <b>Street Name Change -</b> Note the name of the existing street, proposed street, and an alternate choice. If the proposed name is an unusual or foreign name, provide the meaning of that name. Include reference to how the street was originally named (e.g., map, deed, etc.).</li></ul>
5.2	<b>Conditional – Petition required for Street Name Change requests:</b> Provide a signed petition by property owners per Section 125.1110. Indicate the percentage of signatures that are for and against the street name change on the petition.
<b>6.0</b>	<b>Conditional - PRIOR DEVELOPMENT APPROVAL DOCUMENTATION:</b> Required if the property has a related Tentative Map or Development Permit. Copies of resolutions, permit, and exhibits granting these permits may be obtained from the Development Services Center Records Section, located on the 2 <sup>nd</sup> floor. If a Tentative Map or Development Permit is currently being processed, an approved Concurrent Processing Agreement must be provided as part of the General Application Package (see item 1.5).
6.1	<b>Permit/Resolution:</b> Provide copies of the approved tentative map resolution and/or development permit.
6.2	<b>Approved Exhibit:</b> Provide a copy of all approved exhibits referenced in the permit/resolution
<b>7.0</b>	<b>PROPOSED LEGAL DESCRIPTION:</b> Provide a written copy of the proposed legal description describing the dedication, easement, or lot line adjustment.
<b>8.0</b>	<b>MAP REFERENCE MATERIALS:</b> Provide a package labeled “Map Reference Materials” folded to 8-1/2 x 11 inches containing the following information:
8.1	<b>Property Deed:</b> Provide a current Deed showing proof of ownership for all affected parcels.
8.2	<b>Assessor’s Parcel Map:</b> Provide a copy of the County Tax Assessor’s Parcel Map page(s) identifying the project location.
8.3	<b>Maps and Drawings:</b> Provide all record information used in preparation of your project, including documents, maps and drawings as identified in your project’s Title Report and Procedure of Survey. Only surrounding maps will be required if submitting a title report electronically.
8.4	<b>Conditional – Certificate of Compliance:</b> For legal lot status, provide title history and any supporting documentation. For conditions of map waivers; provide all necessary evidence to prove compliance with ALL conditions of approval.
8.5	<b>Conditional -</b> For easement or right-of-way vacations, provide documentation on how the easement or street was dedicated (typically by subdivision map or deed).
<b>9.0</b>	<b>TITLE REPORT</b> (May be submitted in electronic format via USB flash drive or CD-R)
9.1	<b>Address:</b> The report is for the each parcel in the project.
9.2	<b>Date:</b> The report is dated within 6 months of project submittal.



## PROJECT SUBMITTAL REQUIREMENTS

10.0	<b>Conditional – TRAVERSE:</b> Required when new property, easement, right-of-way, boundary adjustment, or vacation of an easement is proposed.
10.1	<b>Traverse Calculations:</b> Traverses must meet City standards. Inverses are not acceptable. Traverse calculations must show the following: <ul style="list-style-type: none"><li>• The mathematical closure of all proposed lots in the subdivision or lots being adjusted/consolidated</li><li>• The mathematical closure of all proposed easements</li><li>• The mathematical closure of the boundary</li><li>• The mathematical closure of the CCS 83 ties</li><li>• Recommended - Show all traverse calculations to two decimal places <u>only</u></li></ul>
11.0	<b>DRAWING PACKAGE</b> See <a href="#">Mapping &amp; Land Title Document Preparation Manual</a> . <b>Note:</b> Conservation of Easement(s) must be submitted on separate B-Sheet(s).
11.1	<b>Title Block:</b> Provide a title block in the lower 4-inches of a 'B' sheet (11" x 17") or the lower right-hand corner of a 'C' sheet (18" x 26").
11.2	<b>Vicinity Map:</b> Provide a vicinity map indicating the location of the project.
11.3	<b>Basis of Bearings:</b> Based on the existing document or other source.
11.4	<b>Assessor's Parcel Map Number(s):</b> Provide Assessor's Parcel Number(s) for the subject property.
11.5	<b>Legend:</b> Provide a legend for all symbols not otherwise labeled on the drawing, as applicable.
11.6	<b>North Arrow and Scale:</b> Provide north arrow and scale on each sheet.
11.7	<b>Drawing of Proposed Action:</b> Provide a dimensioned drawing showing the limits of the proposed easement, right-of-way or easement vacation, or right-of-way dedication. Show all additional lots extending beyond the subject property, as necessary for clarity. Label the area to be vacated, dedicated, or abandoned with references to the original instrument of dedication. Do not show any site development, public improvement, or other physical features.
11.8	<b>Professionally Prepared:</b> All drawings must be prepared by a Professional Land Surveyor (PLS) or a registered Civil Engineer with a registration number of RCE 33965 or lower. Include the name, license number and expiration date on the drawing. This requirement may be deferred at initial submittal of easement or right-of-way vacation requests until the second review AND will be required prior to final approval.
12.0	<b>MAP PACKAGE</b> See <a href="#">Mapping &amp; Land Title Document Preparation Manual</a> . <b>Note:</b> Conservation of Easement(s) must be submitted on separate B-Sheet(s). See 11.0 above for Drawing Package details.
12.1	<b>Professionally Prepared:</b> All maps must be prepared by a Professional Land Surveyor (PLS) or a registered Civil Engineer with a registration number of RCE 33965 or lower. Include the name and license number on the map.
12.2	<b>Sheet Size:</b> All maps shall be 18" x 26" with a 1" perimeter border.
12.3	<b>Vicinity Map:</b> Provide a vicinity map indicating the location of the project.
12.4	<b>Legal Description:</b> Provide legal description on proposed map.
12.5	<b>Property Lines:</b> Show and label all boundary and lot lines, including distances, within proposed project boundaries.
12.6	<b>Owner's Name:</b> Current owner
12.7	<b>Public Right of Way (ROW):</b> Indicate name, location and width of existing/proposed public rights of way adjacent to and within the project boundary. Indicate how the existing ROW was dedicated.
12.8	<b>Basis of Bearings:</b> Use California Coordinate System 1983 (CCS83 not required for lot line adjustment plats)
12.9	<b>Legend:</b> Provide a legend for all symbols not otherwise labeled on the map.
12.10	<b>North Arrow and Scale:</b> Provide north arrow and scale on each map sheet.
12.11	<b>Recommended - Easements:</b> Show all existing and proposed easements and identify type within the proposed project boundary.
12.12	<b>Recommended - Monuments:</b> Show and identify all monuments used to determine the project boundary and basis of bearings.
13.0	<b>DEVELOPMENT PLAN PACKAGE</b>
13.1	<b>Conditional - Site Development Plan:</b> Where existing buildings are to remain, including proposed structures under review or with issued permits, provide a site plan showing the building(s) and the distances to existing and proposed lot lines.
13.2	<b>Conditional – Landscape Development Plans:</b> Required for ALL Parcel Maps (PM) and Final Maps (FM) when a condition of a Tentative Map or Map Waiver resolution for residential condominium conversion. Street trees and street yard landscape shall be provided in accordance with LDC Section 142.0410. Plan must include an existing conditions landscape plan AND a proposed landscape plan. Each plan must have its own sheet to provide clarity with regard to what is proposed and what is existing to remain.

## PROJECT SUBMITTAL REQUIREMENTS

14.0	<b>OTHER TECHNICAL STUDIES</b>
15.0	<b>FEES/DEPOSITS [See <a href="#">Information Bulletin 502</a> or <a href="#">503</a>]</b> The fees/deposits as identified in Information Bulletin 502 (for ministerial mapping actions) and Information Bulletin 503 (for discretionary actions) must be paid at the time the project is submitted. Checks must be made payable to the “City Treasurer” for the exact amount owed. Invoices can also be paid using our on-line payment system through <a href="#">OpenDSD</a> ; however, they must be paid the day of submittal.